

**Joint Loss Management Committee**  
September 11, 2017

In attendance: Jim Joseph, Lesley Kimball, Karen Richard, Jake Lennon (until 9:50 am)

Absent: Colin Lavery, Amanda Bibeau, Cantrece Forest

Lesley opened the meeting at 9:35 am. The minutes of June 21, 2017 were reviewed and approved.

The portion of the Safety Program Policy Statement, pages 9 – 11, was reviewed and discussed. Lesley will recommend to the Board of Selectmen that they approve the updated Accident Reporting form. In addition, the fifth bullet under Section XV will be amended to include seeing the Administration Office for assistance with filling out the form. Jake believes that the procedure for filling out the forms needs to be clarified. Lesley suggested we could have a training on procedure; perhaps Chief Scippa could do a brief presentation during our Training Day. Lastly, XIV – Emergency Response Procedures will be updated to instruct people to dial 911 instead of listing each department separately. Lesley said that once we review the entire Safety Program Policy Statement she will compile the suggested edits and submit them to the Board for approval. We will review Appendices A through G at our next meeting.

Next on the agenda was review of the Safety Inspection form. Lesley feels the form is too long and confusing. She would like to include a larger section for Requests for Action, or Safety Needs, to encourage people to give more thought to safety and to come up with ideas as to how their area might be made safer. She will suggest edits to the form at the next meeting. She would like to give the form to all Department heads by October 31 with a deadline of receiving them back by November 20.

Lesley noted that we had a successful AED training. She liked the format of a session in the morning, lunch, then a session in the afternoon. She thought that briefer, more focused, trainings might be better for our Safety/Wellness Day than a full day of training. To keep safety on everyone's minds, she suggested we send employees emails with safety topics every once in a while. She then asked Jim for an update on Wellness. Jim said that we are in the 3<sup>rd</sup> quarter of the Slice of Life program. He reported that we still have money in the budget. He also said that we could increase the money that was given to us if more people were willing to complete the one day training. There was discussion about what happens to the money if it isn't spent by the end of the year.

Lastly, Lesley brought up recruitment of new members. She has been on this committee since 2005 and is ready to step down. Who might be willing and able to replace her as Chair and who we might get to join the committee was discussed.

The next meeting is scheduled for Monday, November 13<sup>th</sup> at 9:30.

The meeting was adjourned at 10:34.